

### 3.3 Checklist

#### Subdivision Plat Approval or Amendment

A subdivision application is needed to subdivide unplatted land, or to replat previously platted land.

Applications to divide land not previously subdivided into 3 or fewer parcels, or applications to combine previously platted lots into a smaller number of lots, can follow the Quick Plat Process described in Section 3.4. All other subdivisions follow the Preliminary Plat Process and Final Plat Process described here.

See Sections 50-33 and 50-37.4 of the UDC for more information.

#### Concept Plan

- You must discuss your proposed application with Planning Staff prior to submitting an application. Call 218-730-5580 to schedule a pre-application meeting.
  - At the pre-application meeting, you will submit a concept plan to planning staff. See UDC Section 50-37.5.B for more information on concept plans.
  - Make sure to get a Pre-App Verification at this meeting; you will need to submit this with your application.

#### Preliminary Storm Water Plan

- Submit a Preliminary Storm Water Plan to City Engineer (see UDC Section 50-33.2.B). The Engineering office will issue a letter with any comments on this preliminary plan.

#### Preliminary Plat Process

- Submit your preliminary plat application materials to the One Stop Shop, Room 210 City Hall, by the Planning Commission deadline. Your application must include the following:
  - Application Cover Sheet
  - Pre-App Verification
  - Required fee
  - Legal description in recordable form, printed clearly on an 8.5"x 11" sheet (consult a surveyor or attorney if needed)
  - A written statement describing the proposal and any requested subdivision variances
  - Property boundary survey – three copies
  - A vicinity map (8.5" x 11") indicating the site and names of adjacent streets
  - A utility plan showing the location of proposed water, sewer, and storm water drainage facilities necessary to serve the platted area and connections to the surrounding area– two 22"x34" (folded to 8.5"x11") copies and one 11"x17" copy.

#### Subdivision Plat Approval or Amendment



Ⓟ Indicates Public Hearing Required

- A preliminary plat, prepared at a scale of no less than 1"=100', and at a scale sufficient to clearly show the following details (submit one 22"x34" copy, folded to 8.5"x11", and two 11"x17" copies):
  - The proposed name of the subdivision
  - The location and boundaries of the subdivision, names of all abutting subdivisions with lines indicating abutting lots, or, if the abutting land is unplatted, a notation to that effect, and names of all abutting streets
  - Contours at two-foot intervals
  - The date of preparation, scale, and north sign
  - The location of structures on the property and approximate location of structures off the property within ten feet of the proposed plat boundary
  - The name, address, and telephone number of the licensed surveyor, licensed engineer, or designer of the plat
  - Total acreage, total linear feet at the subdivision perimeter, and, if the subdivision is in an R-C, RR-1, or RR-2 district, the total linear feet around building lot clusters
  - The location and dimensions of all proposed public improvements, public easements, lot lines, parks, and other areas to be dedicated for public use and identification of areas reserved for future public acquisition
  - Zoning on and adjacent to the proposed subdivision, including shoreland areas, Skyline Parkway Overlay areas, and shore and bluff impact zones
  - Areas subject to the one-hundred year flood, base flood elevation data, and the source used in determining that elevation
  - A designation of all wetlands by type
  - Location of wildlife areas, rock outcrops, tree stands and areas in their natural state that are unsuitable for development
  - The number of lots and each lot size
  - Proposed uses of each lot
  - Proposed ownership and use of outlots
  - Names of all proposed and existing streets
  - Radii on all street curves
  - The location and size of existing utilities within or adjacent to the proposed subdivision including water, sewer, storm sewers and drainage facilities, fire hydrants within three hundred fifty feet of the property, electricity, and gas
- Wetland delineation report – two copies
- Statement as to how commonly owned land is to be owned and managed, including restrictive covenants proposed
- Schedule for making improvements
- Tree Preservation Report and Tree Replacement Plan, if required (see [Appendix](#))

### Important Dates

**Application Deadline:**

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**Sign Notice Placed:**

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**Planning Commission:**

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**Effective\*:**

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*\*Please note that these dates are approximate guidelines and may change*

### Public Notice

- You are required to post a sign notice on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were

in place; submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.

Staff Review

Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the zoning of the site (including overlay zones), the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, any additional criteria listed in the UDC, and other related factors.

Planning Commission Hearing

You will be notified when a Planning Commission hearing is scheduled for your application. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month.

The Planning Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application.

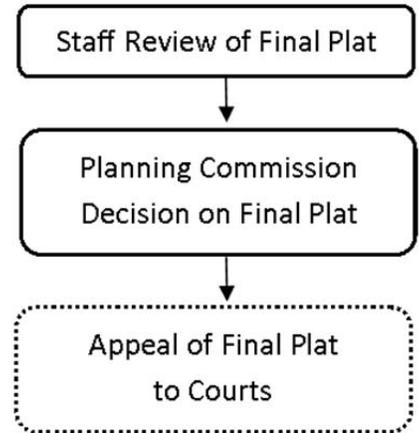
If approved, you will receive an Action Letter documenting approval.

**Final Plat Process**

Submit your final plat application materials to the One Stop Shop, Room 210 City Hall, by the Planning Commission deadline. Your application must include the following:

- Application Cover Sheet
- Pre-App Verification
- Required fee
- A list of any conditions that were part of the preliminary plat approval, and an explanation of how these conditions will be met.
- Legal description in recordable form, printed clearly on an 8.5"x 11" sheet (consult a surveyor or attorney if needed)
- A vicinity map (8.5" x 11") indicating the site and names of adjacent streets
- Final plat (submit two 22"x34" copies, folded to 8.5"x11", and one 11"x17" copy), at a scale no less than 1"=100', and at a scale sufficient to clearly show the following details. Note that MS 505.021 is included in the appendix for your reference.
  - The subdivision title (must meet [MS 505.021 Subd. 5](#))
  - Accurate dimensions (meeting [MS 505.021 Subd. 5](#)) for all lines, angles, and curves used to describe boundaries, public improvements, easements, areas to be reserved for public use, and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle tangent, arc and

**Final Plat**



Ⓟ Indicates Public Hearing Required

**Important Dates**

**Application Deadline:**

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**Planning Commission:**

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**Effective\*:**

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cord distances. All dimensions, both linear and angular, are to be determined by an accurate survey.

- The names of all abutting subdivisions, or if the abutting land is unplatted, a notation to that effect.
  - An identification system for all lots and blocks (must meet [MS 505.021 Subd. 4](#)) and names of streets (must meet [MS 505.021 Subd. 6](#))
  - The location and dimensions of all proposed public improvements, public easements, lot lines, parks, and other areas to be dedicated for public use and identification of areas reserved for future public acquisition
  - Total acreage, total linear feet at the subdivision perimeter, and, if the subdivision is in an R-C, RR-1, or RR-2 district, the total linear feet around building lot clusters
  - The number of lots and each lot size
  - Ownership and use of outlots
  - Areas subject to the one-hundred year flood, base flood elevation data, and the source used in determining that elevation
- Certifications by the land surveyor, local government official, county surveyor, county tax official, and county recorder, as specified in [MS 505.021 Subd. 9](#).
  - A survey as specified in [MS 505.021 Subd. 10](#).
  - Tree Preservation Report and Tree Replacement Plan, if required (see [Appendix](#))
  - Two copies of documents granting any easements required as part of plat approval (if applicable). The county clerk and recorder's recording number and proof of ownership of the property underlying the easement must be satisfactory to the city attorney.

#### Staff Review

Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a subdivision plat approval or amendment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), criteria listed in the UDC, surrounding land uses and zoning, consistency with any approved district plan, adequacy of infrastructure and public safety capacity to service the proposed plat, individual factors that are unique or special to the proposal, and other related factors.

#### Planning Commission Decision

You will be notified when a Planning Commission hearing is scheduled for your application. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month.

The Planning Commission will review the application and make a decision to adopt, adopt with modifications, or deny the application.

If approved, you will receive an Action Letter documenting approval.

- Record the final plat in the office of the county recorder within 90 days.** Submit a receipt or other documentation that it has been recorded to the city's One Stop Shop.
  - After the final plat has been recorded, lots may be sold and building permits may be issued. Building permits cannot be issued until the city has received documentation of the subdivision being recorded with the county recorder.
- If applicable, file a recorded copy of applicable Home Owner' Association (HOA) bylaws and regulations to the One Stop Shop.

owner of property located partly or entirely within 350 ft. of the area to be rezoned. Failure to give mailed notice as required by this section or any defect in the notice given shall not invalidate any action of the planning commission or council, provided that a bona fide attempt to comply with this section has been made.

(c) **Sign notice** means a sign with minimum dimensions of 24 in. by 30 in. posted as close as reasonably possible to each street frontage on the applicant's property with the text between 3 and 5 ft. above grade level, with a title line reading "Zoning Notice" in letters at least 3 in. tall, and with the remainder of the text in letters at least ½ in. tall. Each sign must be posted at least two weeks before the date of the public hearing, and must remain in place and legible through the date of the public hearing as shown on the sign. If the sign will not be legible at the stated height due to snow accumulations it may be placed higher, but at the lowest elevation that will be legible to the public. If snow obscures the sign during the posting period, the snow shall be removed and/or the sign shall be relocated so as to be legible within 24 hours after snowfall ends. Evidence produced at or before the public hearing that one or more of the required signs were not in place or legible throughout that period shall be grounds for postponement of the public hearing and a requirement to repost the property. Required signs may not be posted in any portion of the public right-of-way.

**2. Content of Notice**

Each required notice shall include the following information:

- (a) The name of the applicant;
- (b) The address of the property;
- (c) A narrative description of the project including the proposed land uses, size (in sq. ft.) and height (in ft. and stories) of any proposed buildings or building expansions;
- (d) The type of permit or approval being sought;
- (e) Contact information where additional information can be obtained from the applicant (which may be an address, telephone number, web site, or e-mail address or other electronic site or method);
- (f) Contact information for the assigned city staff member;
- (g) The date, time and place of the public hearing.

**3. Special Notice Provision for Appeals**

In the case of an appeal to the planning commission or council pursuant to Section 50-37.1.O, mailed notice shall be provided to any interested parties that were notified of the original application and the right to receive notice of any appeal, and who have notified the city in writing that they would like to receive notice of the appeal.

**I. Public Hearings**

- 1. Public hearings before the planning commission and public hearings before the council on matters related to this Chapter shall be conducted pursuant to rules and practices established by each of those bodies and in compliance with state law.
- 2. Attendance shall be open to the public.
- 3. All hearing and decision timeframes shall comply with MSA 15.99.